

TO : Chief, OC-Security Staff  
Chief, OC-Career Management & Training Division  
Chief, OC-Engineering, Staff Engineering Division  
Chief, OC-Engineering, Covert Engineering Division

THRU: Chief, OC-Engineering

25X1SUBJ: World Wide [ ] Test Equipment Calibration Program

25X1REF : a.) Memorandum from Deputy Director of Communications  
b.) Memorandum from Chief, Engineering Services Division  
25X1 c.) Dispatch to all [ ] Areas

1. In order to comply with the requests in the references, it has been determined that to undertake a study of this magnitude a Sub-Committee of the Test Equipment Working Group should be established.

2. This committee should consist of a member who have in depth knowledge and experience with electronic test instruments and their calibration. In addition, the membership should be composed of personnel from a variety of Staffs and Divisions within the Office of Communications. Therefore, it is requested that an individual from your office be selected to serve on this committee.

25X1 3. As soon as all of the [ ] Area Calibration Questionnaires (Ref. c.) are returned, it is planned to convene the Committee. Prior to this, it is requested that the name of the individual selected from your office be submitted to the Chairman, Test Equipment Working Group, Room 129, [ ] in order that preliminary  
25X1 arrangements concerning all phases of the task can be established.

[ ]  
Test Equipment Working Group

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